

31<sup>st</sup> January 2025

Dear Parent or Carer,

### **Forthcoming Election of Parent Governor at Notre Dame High School**

One of our Parent Governors, Emily Simpson, has come to the end of her 4-year term of office. We are very grateful for her contribution and continuing support for the school.

All parents are entitled to be considered for the position of Parent Governor, so I am writing to inform you that you are eligible to stand for the position of Parent Governor if you wish.

We are seeking nominations for parents interested in taking up this role. Our Governing Body currently consists of 7 Foundation Governors (appointed by the Diocese), 3 Staff Governors (myself and two employees elected by the staff) and one other Parent Governor (elected by parents).

Parent governors are elected by the parents or carers of children attending the school. All parents or carers of children attending the school are entitled to propose, or second candidates, and vote. **Nomination papers** for this purpose and relevant notes **can be downloaded from the [Governors webpage on the school website](#)**. If you would like a paper copy of these documents, then please contact school reception. New governors will be the subject of a vetting procedure before confirmation of their appointment.

The completed nomination papers must be returned to Notre Dame High School, marked 'To the Compliance Manager' by:

**Friday 14<sup>th</sup> February 2025**

If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or carer is allowed, irrespective of how many of your children attend the school. Ballot papers must be returned in sealed envelopes to the school no later than 12 noon on Friday 7<sup>th</sup> March 2025, which will be the "date of the election" if necessary.

**More information is given in the notes on the website, and you are advised to read them carefully before taking part in the election.**

Thank you for your interest and involvement in this important process. If you have any queries regarding this election, please contact me at the school.

Yours sincerely,

Tom Pinnington  
Headteacher

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**"I have come so they may have life and have it to the full" (John 10:10)**  
Notre Dame High School Norwich is a charitable company limited by guarantee, registered in England and Wales at Surrey Street, Norwich, NR1 3PB (Registered Number. 7913261)

**Headteacher: Mr Tom Pinnington BSc Hons**